

**Contents of an Employee Benefit Folder** (not all document may exist)

- Death Information
- Disability Packets
- Form UBEN 114 Designation of Beneficiary UC Retirement System
- Form UPAY 718 Designation of Beneficiary Life and AD&D Insurance
- Form UPAY 717 Depcare/HCRA/Tip
- Human Resources Checklist
- Insurance Enrollment Forms
- Leave Without Pay Checklist
- Notes/Various Communication Log/E-mail from Benefits Representative
- Retirement Packet
- Statement of Health
- Tuition Waiver
- Waiver of Life